

Job Description

Title: Administrative Coordinator
Reports To: Administrative Lead
Status: FLSA Non-Exempt
Prepared By: Brenda Blankenship
Work Hours Per Week: 40

Ministry Class: Group's
Classification Grade: T-3
Approved By: Human Resources
Approved Date: 06/17/26

Essential Organizational Core Values

The **Administrative Coordinator** is responsible to champion Real Life Ministries' Vision, Mission, and Process in two primary ways:

- **As an Individual Leader:** The **Administrative Coordinator** is responsible for the coordination and support of the Adult Discipleship Team (ADM), for living out Real Life's Organizational Core Values and 7 Ministry Essentials personally and ensure their oversight of the volunteers they oversee also embody and are living out Real Life's Organizational Core Values and 7 Ministry Essentials, and for the effective execution of the essential job functions of this role as detailed below.
- **As a Team Member on the Adult Discipleship Ministries Team and Real Life Staff Team:** The **Administrative Coordinator** has a responsibility to collaborate as a team member on their immediate team as well as the Real Life Staff Team as a whole to accomplish church wide objectives and goals as well as Adult Discipleship Ministries Team objectives and goals for their immediate team. They are responsible for removing obstacles that would hinder collaboration and cooperation across different ministries.

Job Summary: *Coordinates and performs a variety of administrative duties necessary to help run the Adult Discipleship Ministry efficiently. Serves as information and communication administrator for ADM Team and disseminates information by using the websites, email, Trello, and church database. He/she acts as the first contact for those on the following ministries, whether in person, by phone or electronic means: Groups Pastors, Men's, Women's Discipleship Team, Classes, Marriage, Parenting, Recovery, Membership, Seniors and Training & Development.*

1. Primary Responsibilities (40%)

- Creates spreadsheets; composes correspondence including emails, faxes, builds reports for demographics and attendance analysis in Rock for several of the ADM ministries.
- Readily available and approachable with ministry needs throughout any given day.
- Produces requested materials, projects, and publications in a timely manner.
- Proficient in proofreading and editing communication material in order to help staff and ministries be professional.
- Organizes and maintains file systems, correspondence, and other records.
- Maintain and monitor Adult Discipleship Ministries' calendar(s) and other ministry calendars for those this role supports.
- Coordinate production of printed materials, both internally and externally.
- Coordinates and arranges meetings and appointments for ministries as needed.
- Assure discreet handling of all sensitive information regarding personnel, volunteers, and Real Life Ministries overall.

2. Secondary Responsibilities (35%)

- Oversees classes; composes correspondence including emails, registrations, and text communications for all of our RLM ministries in relation to classes.
- Communicates with ministry needs to determine upcoming class needs each quarter.

- Creates registrations and reminder emails for each class.
- Produces requested materials, class boxes, and publications in a timely manner.
- Vets any and all curriculum through our vetting process.
- Proficient in proofreading and editing communication material in order to help staff and ministries be warm, welcoming and professional.
- Organizes and maintains file systems, correspondence, and other records.
- Maintain and monitor class' calendar(s).
- Coordinate production of printed materials, both internally and externally.
- Coordinates and arranges reservations and signage for classes as needed.
- Assure discreet handling of all sensitive information regarding personnel, volunteers, and Real Life Ministries overall.

3. Team Functions (15%)

- The ADM Team is your "first team." Demonstrate peer-to-peer accountability, emotional and spiritual support of others within your first team.
- Coordinates schedules and arranges meetings, reserves and prepares facilities.
- Update ADM webpages for content, uniformity, and up-to-date information in collaboration with the Administrative Support Team.
- Recruiting, training, and overseeing a team of volunteers.

4. Real Life Staff Relations (10%)

- Collaboration with other staff teams and campuses as available to impact our church collectively.
- Interface and collaborate with leaders and staff of other ministries in the church, including staff members from the other campuses.
- Values and abide to the expectations of being a member of the church found in our Membership and Team Alignment annual training.
- Participate in All Staff Leadership development trainings weekly, All Staff meetings monthly, and Staff Camp annually.
- Participation in All-Church functions as well as global trainings that fall outside of the specific job description (Unite, Harvest Festival, Easter Egg Hunts, etc.).

Qualifications and Required Skills

- Organization and managing details are key. Must be able to keep on top of To-Do lists, spreadsheets, checklists, and manage multiple calendars.
- Must be able to think on their feet, put things together fast, change course quickly, and provide appropriate input to changes being made.
- Must be a self-starter and able to set personal goals, train themselves and independently identify solutions. Must be able to work independently with little supervision.
- Ability to initiate discussions and plans with the ADM team and be comfortable when things are uncomfortable.
- Must be able to follow policies and procedures but possess the ability to use discretion when non-routine situations arise.
- Must be able to handle conflict in a biblical manner.
- Must be a good problem solver and an intuitive thinker. Needs to take initiative to anticipate potential challenges and issues.
- Comfortable giving direction to staff and lay leadership.
- Appropriately handle sensitive and confidential information and situations.
- Ability to focus on details, prioritize and meet deadlines.
- Proficiency with the Internet, word processing programs, spreadsheets, digital calendars, and other computer-based technologies.
- The ability to focus on the big picture while keeping track of all the little details.

Real Life's Core Competencies, as defined in our 3 C's document, are necessary to succeed in this role:

Initiative: The expectation to take-action and next steps independently of others' instruction for the betterment of the whole.

Active Listening: The expectation to focus, recall details from the one speaking, ask questions, and seek understanding all before formulating your response. This involves being aware of and utilizing all of your senses (eyes, ears, body language, etc) to communicate both verbally and non-verbally.

Consistent Methods: The expectation to have regular and dependable communication in every direction (down to those you lead, up to those that lead you and to the side with peers and teammates) by consistent means (meetings, texts, emails, etc).

Problem Solving: The expectation to work through challenges to find effective solutions. This involves being able to identify and define a problem, generate alternative solutions, evaluate ideas, select the best alternative, and then implement to resolve the problem.

Assume the Best: The expectation to give people the benefit of the doubt, rather than assuming the worst of their actions, words, or intent towards you or others.

Spiritual Aspects of Job Requirements

- A heart for God that is evidenced by proven character and a spiritual-mindedness that understands that "apart from Christ we can do nothing." – Abiding in Christ.
- A shepherd's temperament; servant-leader/mentor attitude and inclination.
- Strong biblical foundation for wise management in a church setting.
- Able to establish and maintain appropriate standards for the accomplishment of ministry in a way that honors both God and people.
- Since we work primarily in teams at Real Life, must understand group dynamics and ensure effective consensus-building and decision-making.
- Solid biblical and theological convictions which are aligned with Real Life Ministries' Doctrine and Statement of Faith.
- A willingness to grow and adapt to the inevitable changes found in a local church.

Physical Abilities Required

- While performing the duties of this Job, the employee is regularly required to sit; use hands and arms to handle, feel and reach. The employee is frequently required to stand and occasionally required to climb or balance; stoop, kneel, or crouch. Must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

Disclaimer(s)

- The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.
- Volunteering: Real Life Ministries has many volunteer opportunities. As an employee of Real Life Ministries, any time spent during your normal work hours or fulfilling your job description duties for the specific ministry area you are a part of will be considered hours worked and you will be compensated for those hours. If you desire to volunteer in another area of ministry within Real Life Ministries, and it falls outside of your normal working hours, you can do so by filling out an Employee Volunteer Acknowledgement Form and turn it into HR.

Employee Name: _____

Employee Signature: _____ Date: _____